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ARCHIVED LIVES – USER MANUAL

www.archivedlives.com

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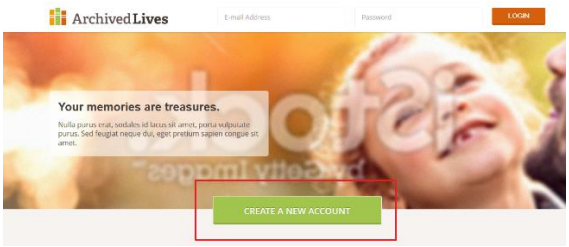
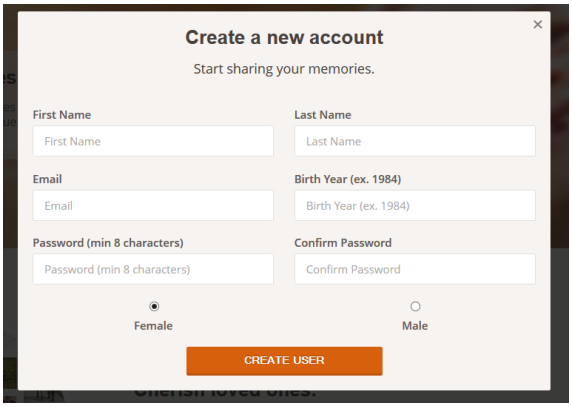
Creating a user

You can create a user from the homepage when you are not logged in to the site.

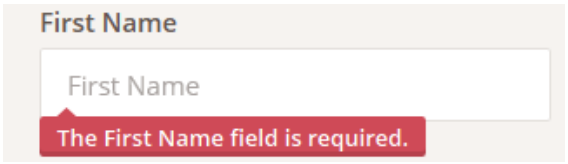


1. Click the big green button “create a new account”

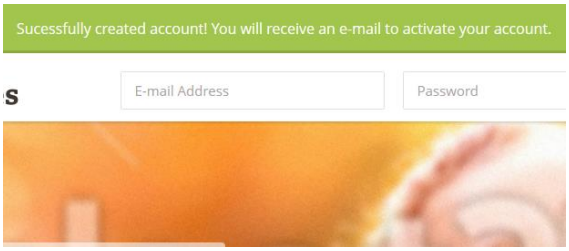


2. A pop-up will appear with the required information to create an account.

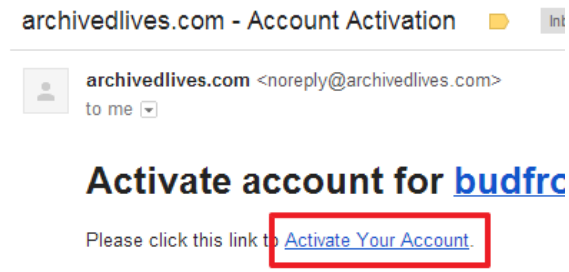
   All fields are required.



3. Any errors with fields in the form will display with a red box under them.



4. If the account creation is successful, the pop-up closes and a message is displayed telling the user they will receive an e-mail to confirm their account.



5. User should receive an email like this and can click on the link to activate their account.

   Upon clicking they will be redirected to the home page and can then use their e-mail and password to login.

Login

Login

Users can log in from the home page by entering their:

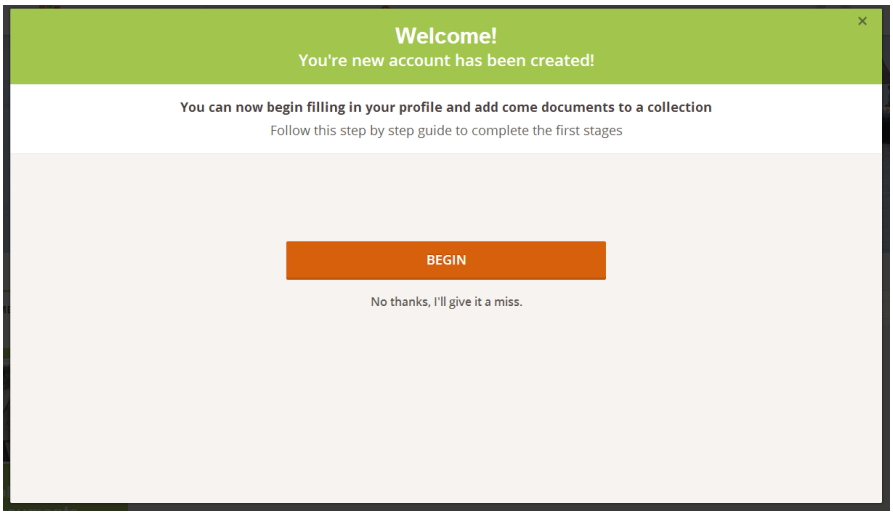
E-Mail Address
Password

Into the form at the top of the page and then pressing the **LOGIN** button

First Login

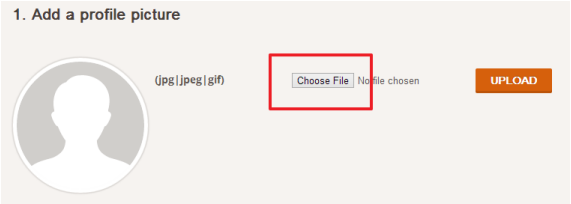
On the first login, a user will be guided through a 3 stage process to enter some basic information and start adding their first documents.

Each stage is optional, but will help flesh out their profiles.


Welcome!
You're new account has been created!
You can now begin filling in your profile and add come documents to a collection
Follow this step by step guide to complete the first stages
BEGIN
No thanks, I'll give it a miss.

Stage One

Clicking on **BEGIN** will allow you to upload a profile picture.



1. Click on **Choose File** to browse for a file on your computer or mobile device to use as a profile picture.

   Allowed file types are **JPG**, **JPEG** and **GIF**

2. Once the image is uploaded, it should appear in the circle and the user can then click on the **NEXT STEP** button to proceed.

Stage Two

Stage 2 is used to enter some of the basic information that will appear in the user's profile box, such as where they are from, where they live, and a short biography about themselves.

Where are you from?

This is to input the city and/or country of the users or where they grew up.

Where are you now?

This is the current place of residence of the user.

Biography

Here a user can give a short 300 character description about themselves to help friends and family find them should many people share the same name.

When done, click on **NEXT STEP** to proceed.

Stage Three

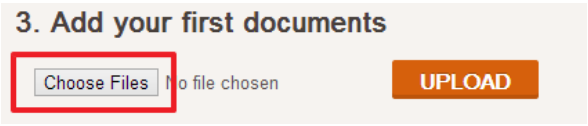
Here the user can upload their first documents.

The documents will automatically be placed in their *Shoebox* collection for the time being.

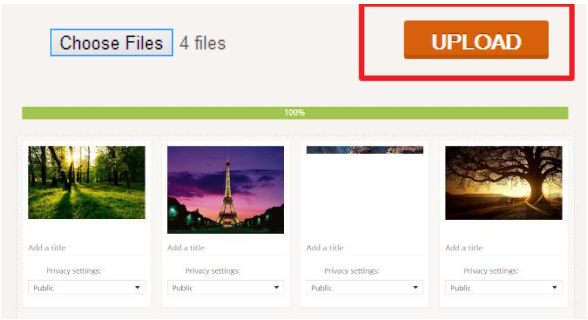
There are 2 ways to upload photos and documents:

Choose and Upload

This method can be used on Desktops, Laptops, Mobile devices and tablets.



1. Clicking on Choose Files will open a file select dialog where the user can select 1 or more files (up to 50).

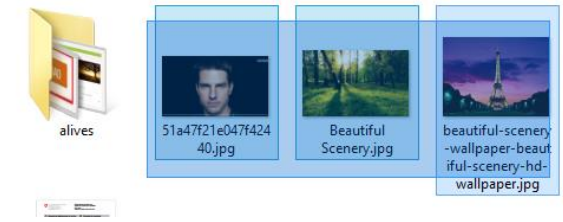


2. Clicking on UPLOAD will begin the upload process.
3. Once complete the images will appear below the upload bar.

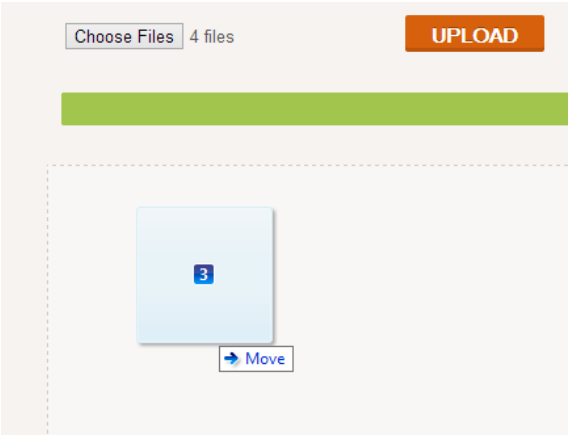
Drag and Drop

This method is only possible on a Desktop or Laptop computer.

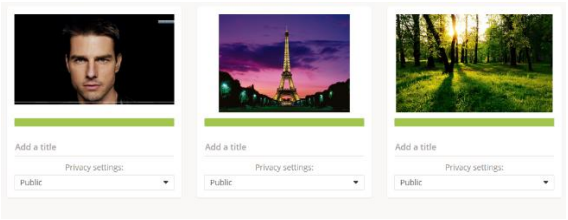
Another possibility is to drag and drop files from a folder or desktop on your computer and drop them in the white box.



1. Select 1 or more files from a folder or desktop, click and hold, and then “drag” the photos to the browser window.



2. When the users’ mouse is over the lighter colored box below the green upload bar, you can let go of the mouse button and the images will begin to upload to the server.



3. Once uploaded the images will present themselves in a similar fashion to the method above.

Meta information

Now that the images are uploaded, users can add a title to the image and choose the privacy settings of the image, which allow an image to be public and viewable by everyone, or private and only visible to themselves. Finer permissions are available once custom collections are created.

Users can now click on **FINISH** and they will be able to view their profile.

Profile

The user profile page is the landing page for users after logging in, as well as the page that a user will see when visiting another person's profile.

From this landing page you access all the functionalities with respect to the users' documents, collections, subjects, groups, and profile information. But also find other people and access the profiles of your friends and family.

Header

Return to profile

The header of the profile page allows you to easily return to your profile page by clicking on the

1. Logo
2. My Account
3. Profile Picture

Search

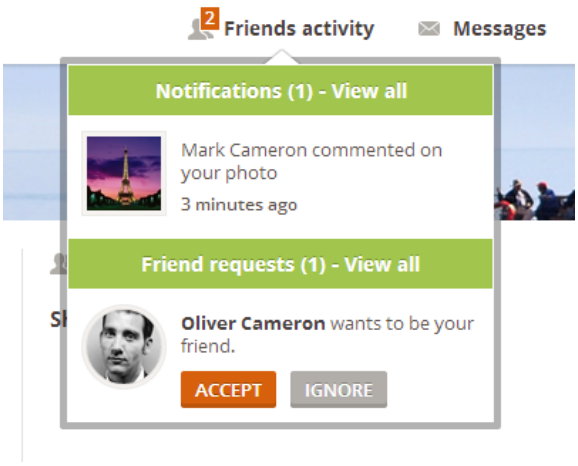
You can find people you know by typing in all or part of their name. Upon clicking the magnifying glass or pressing enter after having typed in a name, you will be shown the matches on another page.

Users with whom you are already friends will be displayed at the top so you can quickly access their profiles.

Users with whom you are not yet friends will be displayed afterwards.

Friend's Activity

This is similar to the notifications system on Facebook, in that when someone adds a document to your profile, comments on one of your documents or tags you in a photo, you will receive a notification.



When the user has a notification a number will appear in an orange box above the pictogram.

The user can mouse over the text and a dropdown will appear containing all the relevant notifications.

Clicking on one will take the user to the document in question so they can see the document, comment, etc.

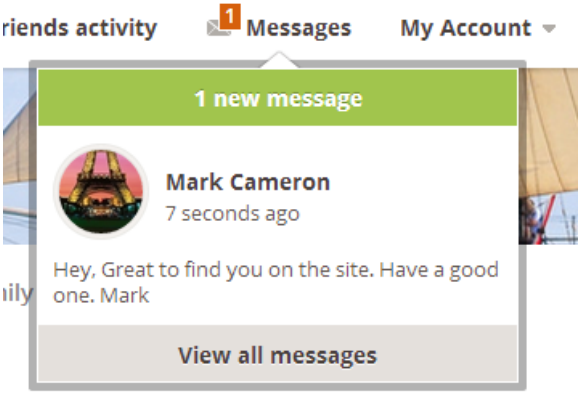
The user will also receive their friend requests in this dropdown. They can then quickly accept or ignore the request by clicking on the corresponding button.

Clicking **View All** will take the user to a page where they can see all their current and past

notifications, or all active friend requests.

Messages

There is a messaging system on the site where the user can read and send messages with the people they are friends with on the site. It is not possible to send messages to users one is not a friend with.

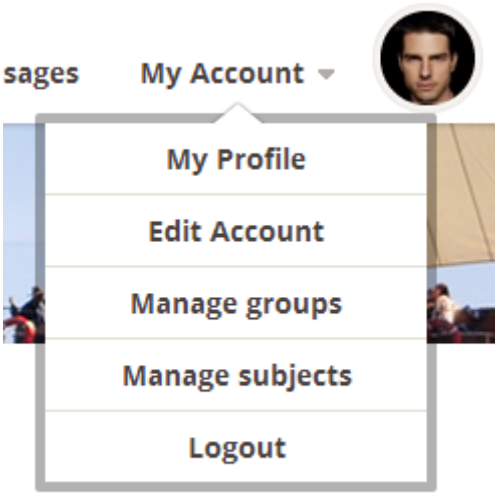


In much the same way as for the notifications, there is a number in an orange box displaying the number of unread messages from the users' friends.

Hovering over it with the mouse displays a dropdown with teasers from the 3 most recent messages, clicking on one will bring the user to the conversation.

My Account

This menu allows you to edit your profile information, access your groups and subjects and logout of the site.



My Profile

Takes the user back to their profile

Edit Account

Opens a popup where the user can edit their personal information, such as name, address, and modify their password.

Manage Groups

Takes the user to the Groups page

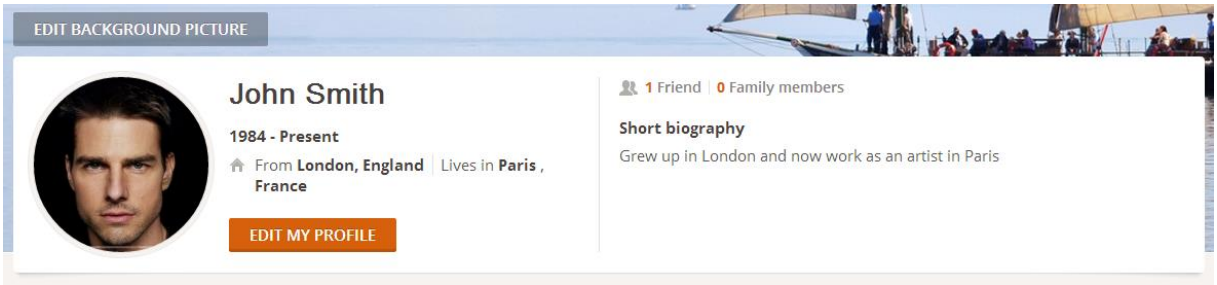
Manage Subjects

Takes the user to the Subjects page

Logout

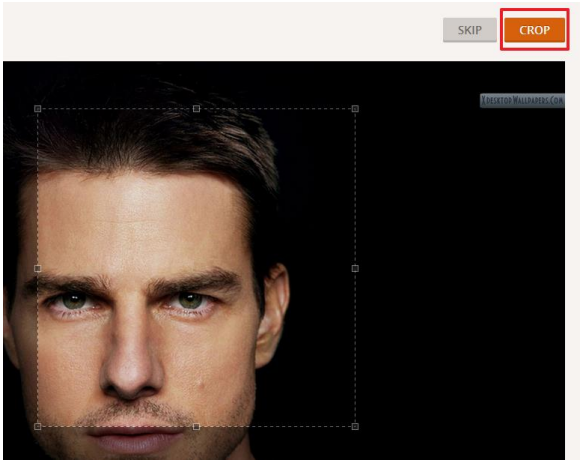
Logs the user off the site

Profile Box


EDIT BACKGROUND PICTURE
John Smith
1984 - Present
From London, England | Lives in Paris , France
EDIT MY PROFILE
1 Friend | 0 Family members
Short biography
Grew up in London and now work as an artist in Paris

Changing Profile Picture

Clicking on the profile picture allows the user to change their profile picture



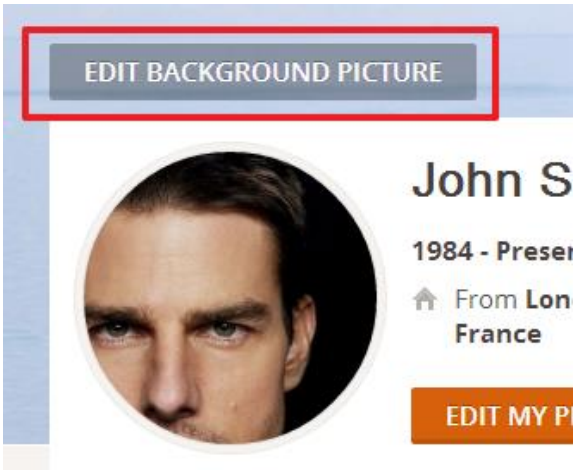
After having clicked on the photo and having uploaded a new image, the user will be able to crop the photo.

Clicking and holding the mouse while hovering over the image, and then dragging to draw a box will allow the user to select a portion of the original image. Once satisfied with the choice, the user can click on **CROP**.

The user can also click on **SKIP** to not perform any crop.

Changing Background Picture

The user can also change the image that appears behind their profile box. It is recommended to use an image with a width of at least 1000px or more, otherwise the quality will suffer on bigger screens.

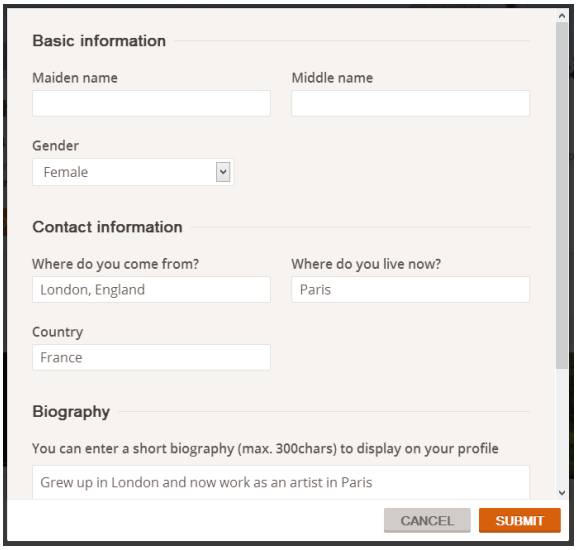


To change the image, the user needs to click on the **EDIT BACKGROUND PICTURE** button.

Then the steps are identical to changing the profile picture.

Edit My Profile

The user can edit their basic profile information if they click on the **EDIT MY PROFILE** button. This will open a popup with a form where the user can make the desired changes.



Here the user can change their

- Maiden Name
- Middle Name
- Gender
- Where they are from
- Where they live
- Biography

To save the changes, just click on the **SUBMIT** button.

Collections

All the documents belonging to a user are kept in collections to help organize and catalogue them, as well as allow for privacy rules, so that the user can control which are private and which can be shared with family or other groups of friends.

By default, a user has 2 collections created for them, one called the *Shoebox* and the other *Important Documents*.

Documents can be images, photos, videos, PDF's, or Word documents.

Shoebox

This collection is meant as a place to keep documents prior to categorizing them. User can store several documents of the same type and then create a collection and move the relevant documents into it. The Shoebox can also be for documents that just don't need categorizing.

Important Documents

This collection is for storing scans and images of important documents such as birth and death certificates, wills, and anything else that the user may find helpful.

Creating a New Collection

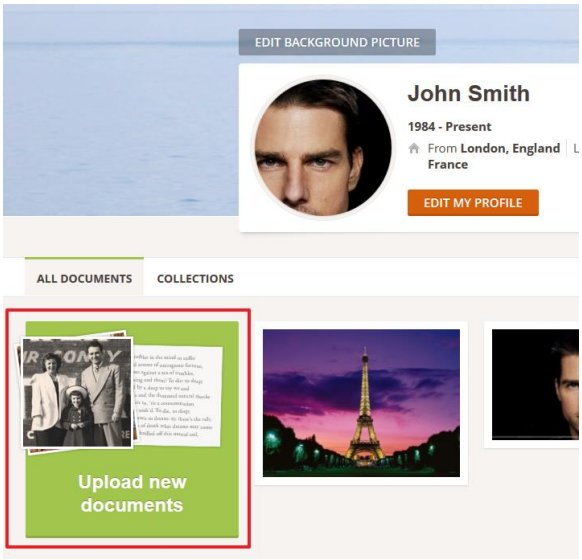
To create a collection, the user needs to use the document upload popup, select a document and then enter, then upload the document to a new collection by specifying a name for it.

Documents

Adding Documents

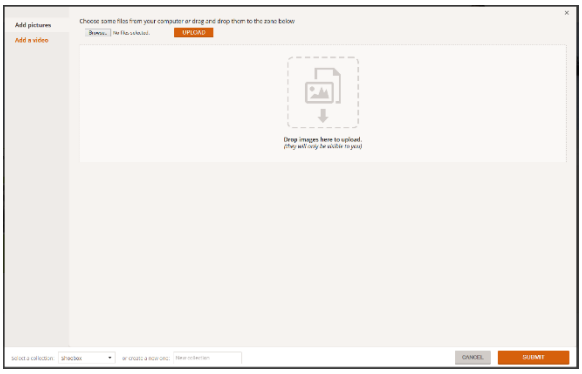
Users can add images and or videos to their collections. At this point the user can also dictate in which collection to place them.

Adding Images



1. The user should click on the big green element, containing the text **Upload new documents** which will be the first item in the list of their documents.

   Note: If they are in a collection, the popup will automatically select the current collection as the place to save the uploaded documents.

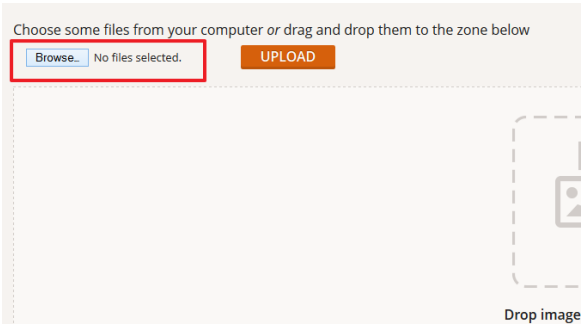


2. A pop-up will be displayed containing an upload form much like the one during stage 3 of the First Login popup. The only difference being that the user can create a new collection to upload them to, or choose an existing one.

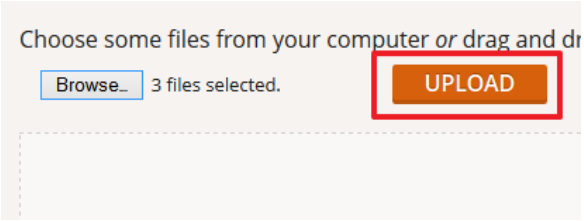
Now the user can perform the upload using either of 2 methods

Choose and Upload

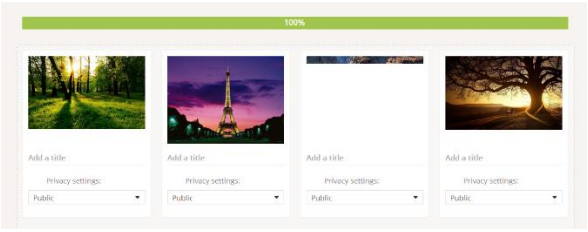
This method can be used on Desktops, Laptops, Mobile devices and tablets.



4. Clicking on Choose Files will open a file select dialog where the user can select 1 or more files (up to 50).



5. Clicking on UPLOAD will begin the upload process.

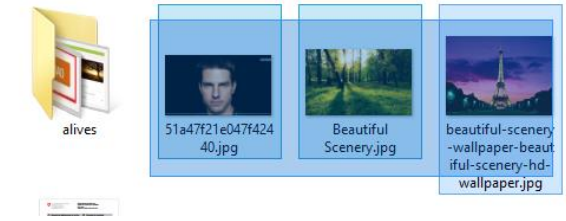


6. Once complete the images will appear below the upload bar.

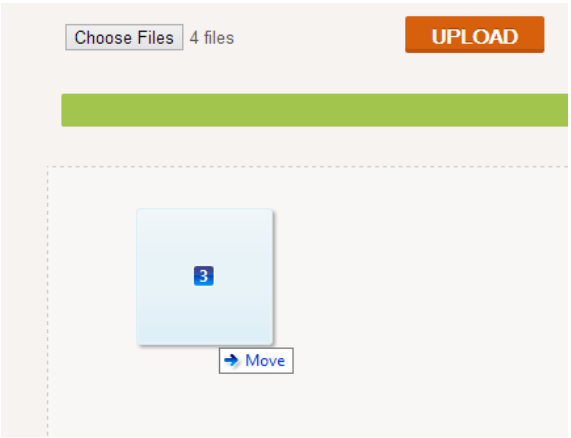
Drag and Drop

This method is only possible on a Desktop or Laptop computer.

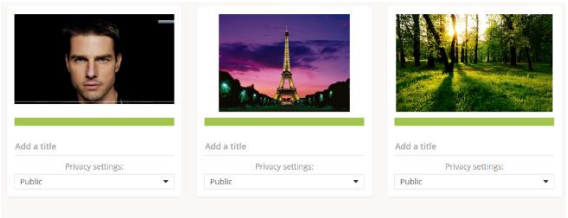
Another possibility is to drag and drop files from a folder or desktop on your computer and dropping them in the white box.



4. Select 1 or more files from a folder or desktop, click and hold, and then “drag” the photos to the browser window.



5. When the users’ mouse is over the lighter colored box below the green upload bar, you can let go of the mouse button and the images will begin to upload to the server.



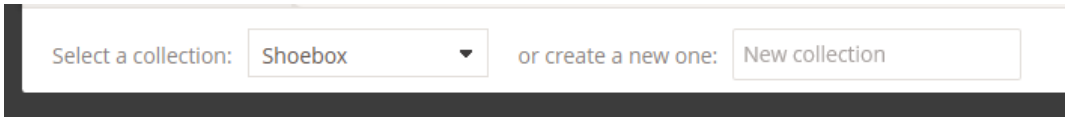
6. Once uploaded the images will present themselves in a similar fashion to the method above.

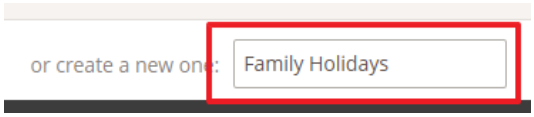
Meta information

Now that the images are upload users can add a title to the image and choose the privacy settings of the image, which allow an image to be public and viewable by everyone, or private and only visible to themselves. Finer permissions are available once custom collections are created.

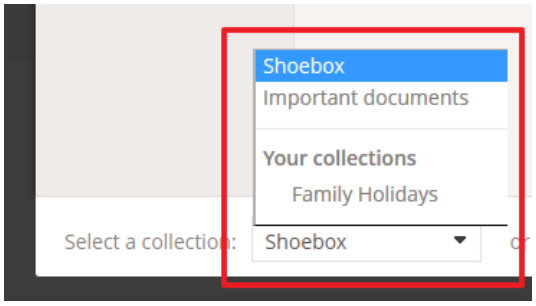
Assigning to a collection

Once an image is uploaded, the user can choose the collection in which to place it. By default *Shoebox* will be selected.





The user can create a new collection by entering the name here and then clicking on **SUBMIT**



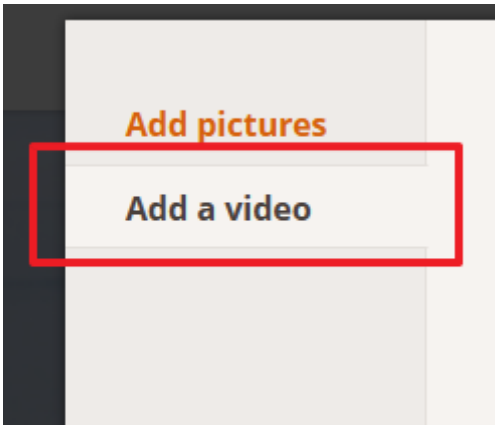
The user can select an existing collection from the dropdown and then clicking **SUBMIT**

Adding Videos

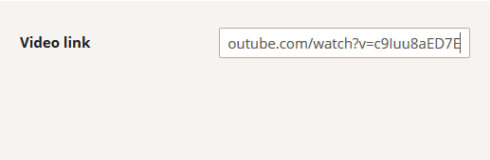
Videos can also be uploaded, but have to come from a third party provider. Currently only videos from:

- Youtube
- Vimeo

Are compatible with the system.



1. Same as for an image document, the user opens the document upload popup, and then clicks on *Add a video*



2. The user then enters the URL of the video from YouTube or Vimeo:

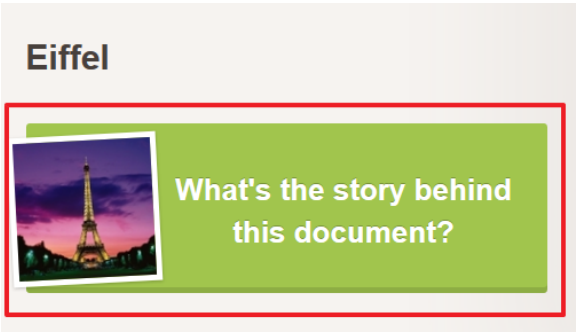
   e.g.
   http://www.youtube.com/watch?v=c9Iuu8aED7E
   http://vimeo.com/25298569

   Choose the collection at the bottom of the popup and click **SUBMIT**

Viewing Documents

When a user clicks on a document, they will be brought to the detail page. Here they can see a larger version of the document, edit its properties, view/add comments, click on it to get a bigger picture in a popup or download a copy of the PDF, DOCX, etc.

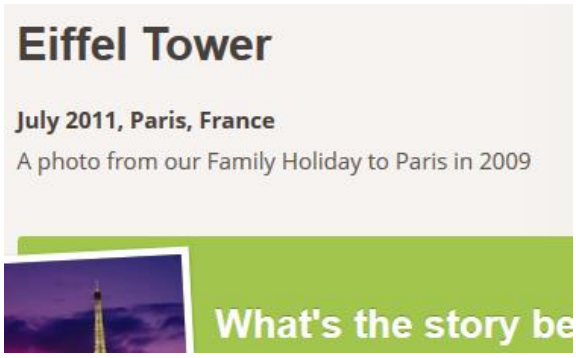
Editing



1. The user can click the big green button to edit and add a description and other Meta data to a document.

What's the story behind this document?
Tell the world what the document is about.
Eiffel Tower
A photo from our Family Holiday to Paris in 2009
Paris, France
2011-07-20
PUBLISH YOUR TEXT

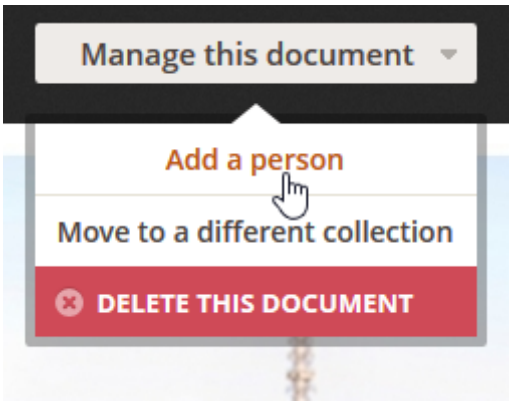
2. The user can fill in the
    - Title
    - Description
    - Location
    - Date
3. Then press **PUBLISH YOUR TEXT**



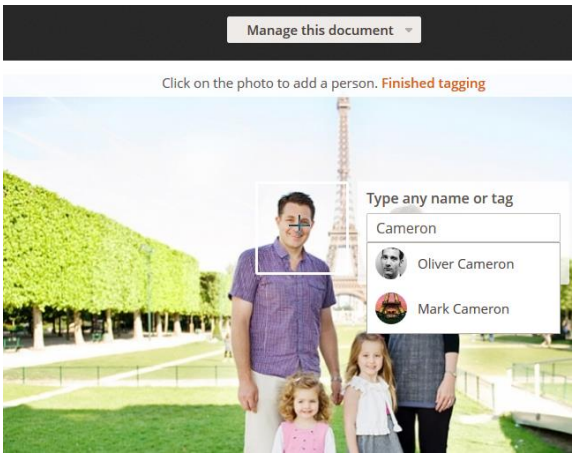
4. Once saved, they will return to the page and the data will have been updated.

Tagging

Users can tag friends in their documents, be it a video or an image.

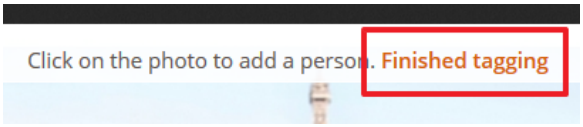


1. The user hovers over the **Manage this document** box above the image, and then selects **Add a person**



2. This changes the mode of the picture and the user can click on any region of a photo, at which point a box appears around the image, and they can then search for the name of a friend to tag.

   It is also possible to enter the name of someone who does not have an account on the site, and save it as is.



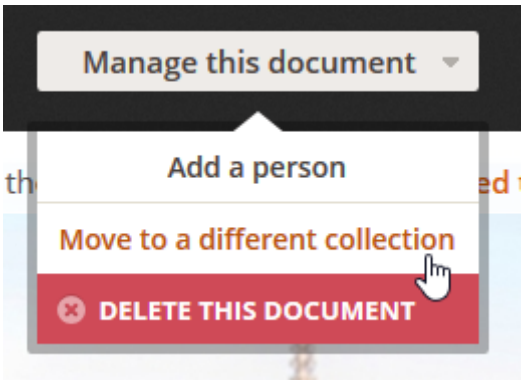
3. Once complete, the user can click on *Finished Tagging* at the top of the image.

Eiffel Tower Family shot
July 2011, Paris
Picture of the family in front of the Eiffel tower
People in this document: Oliver Cameron (Remove), Angèle Schwab (Remove)

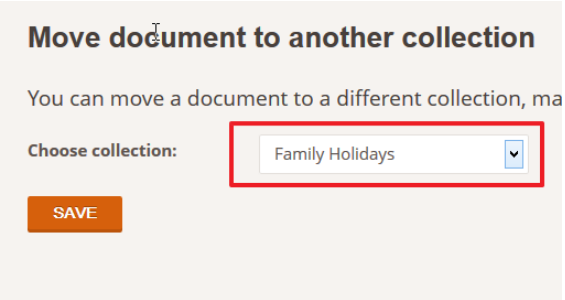
4. All the users that have been tagged in a photo will then appear at the bottom of the image. Hovering the mouse over one will make a white square appear over the tagged user in the image.

Moving Collections

An image can easily be moved from one collection to another.

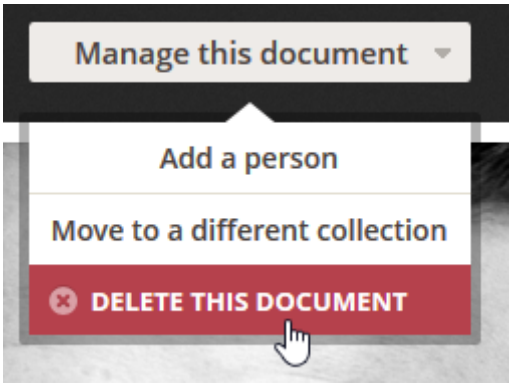


1. The user hovers over the **Manage this document** box above the image, and then selects **Move to a different collection**.


Move document to another collection
You can move a document to a different collection, ma
Choose collection:
Family Holidays
SAVE

2. The user selects a different collection, and then clicks **SAVE**.

Deleting

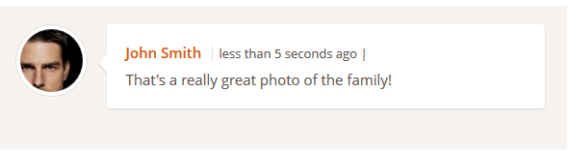


The user hovers over the **Manage this document** box above the image, and then selects **DELETE THIS DOCUMENT**.

Commenting

Users can leave comments on documents.

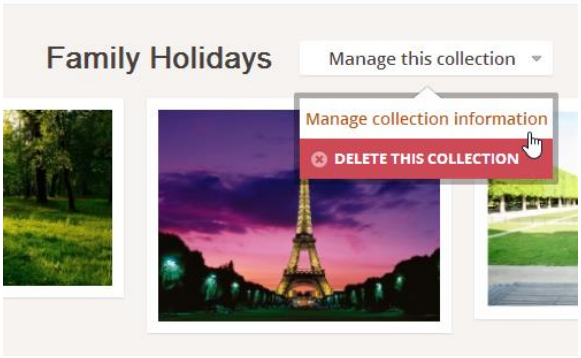
1. Below the image on the right hand side is a comment box. The user enters the text in box and clicks on **PUBLISH YOUR COMMENT**



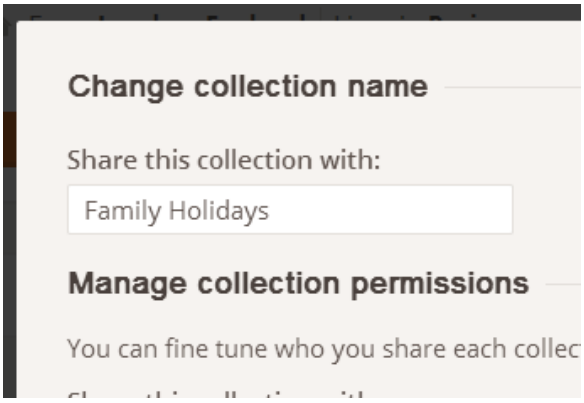
2. The comment will then appear below the text box.

Collections

Changing name

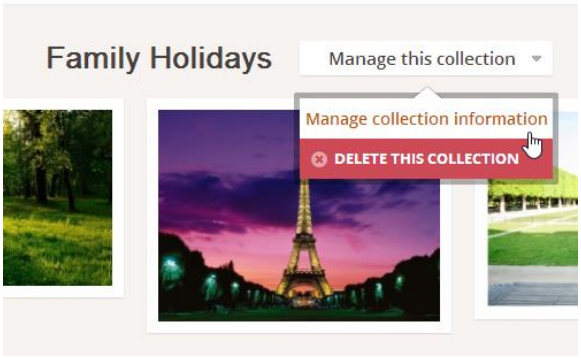


1. The user hovers over the **Manage this collection** button when in a collection, and then selects **Manage collection information**.

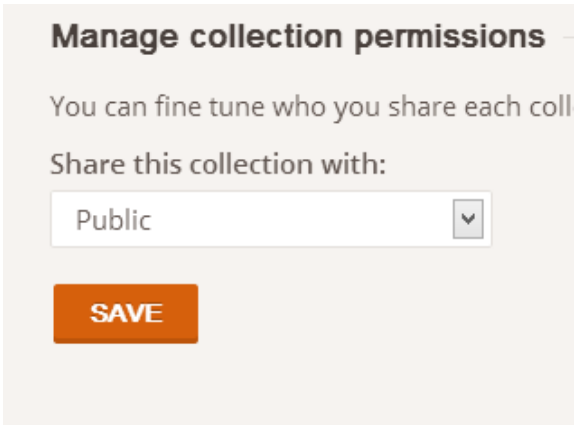

Change collection name
Share this collection with:
Family Holidays
Manage collection permissions
You can fine tune who you share each collec

2. This opens a popup where the user can change the name and then click on **SAVE**.

Changing privacy settings



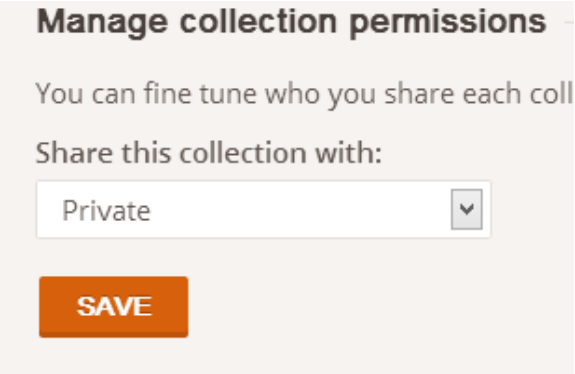
1. The user hovers over the **Manage this collection** button when in a collection, and then selects **Manage collection information**.



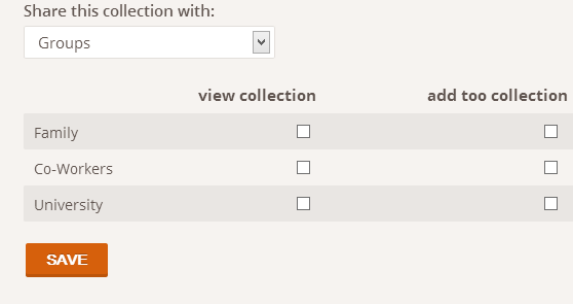
2. This opens a popup where the user can select the privacy type from a drop down.

   The options are:
   - Public
   - Private
   - Groups
   - Custom

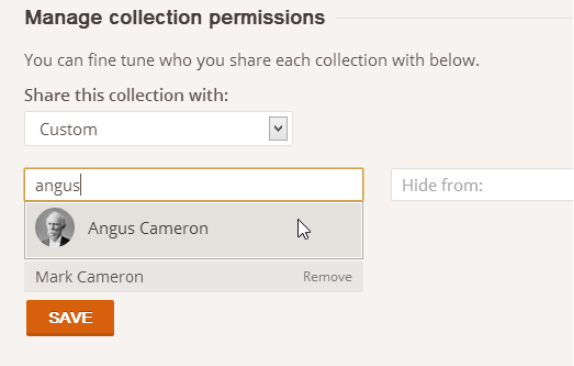
3. Public, makes the collection visible to everyone who visits the profile.



4. Private, renders the collection visible only to the user.



5. Groups, allows the user to share a collection with the groups they create in the manage groups page. They can limit the group to only be able to view the contents and not add, or give full access.



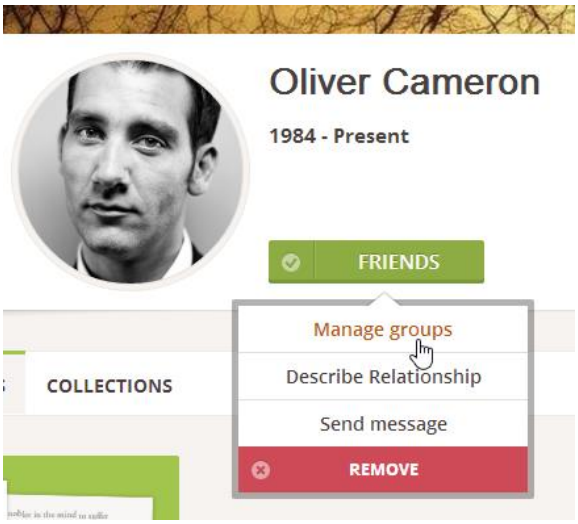
6. Custom, allows the user to share, or hide, the collection with specific people.

   The user starts typing the name of a person and an auto complete will be displayed to allow the user to choose the specific person. They click on the name and it will appear in either of the lists, and then they can add more or click **SAVE**

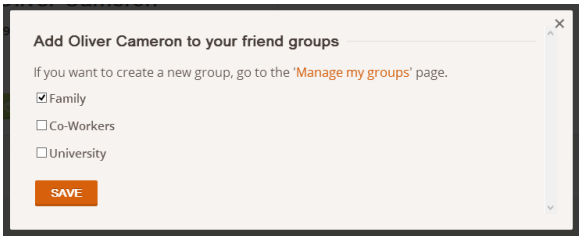
Friends

These are some of the operations that can be performed when visiting profile of a friend.

Modifying group membership

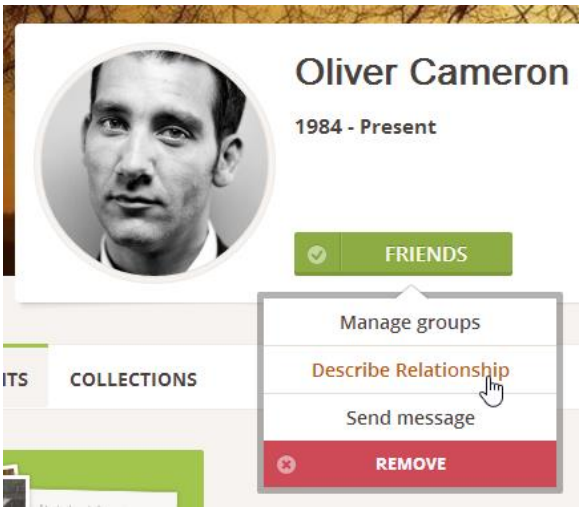


1. The user can click on **Manage groups** after having hovered over the **FRIENDS** button.

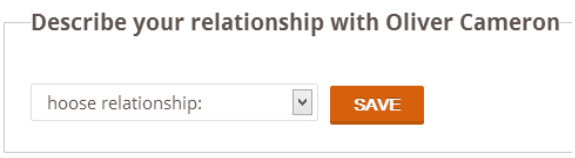

Add Oliver Cameron to your friend groups
If you want to create a new group, go to the 'Manage my groups' page.
Family
Co-Workers
University
SAVE

2. Then in a popup they can check and uncheck the groups which they want to user to be a part of.

Describing relationship



1. The user can click on **Describe relationship** after having hovered over the **FRIENDS** button.

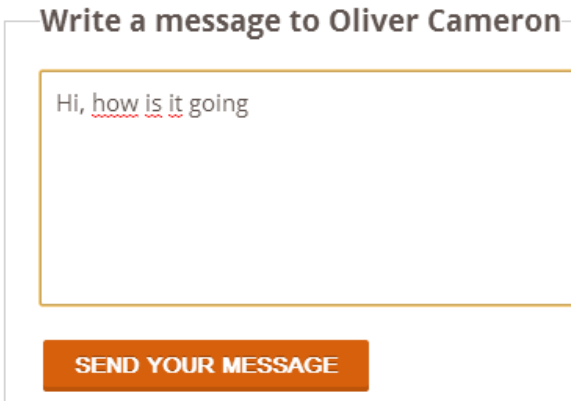


2. Then in a popup they can choose their relationship with the person (mother, son, Grandfather, etc.) from the dropdown and then click **SAVE.**

   Choosing a family relationship will move the friend into the Family member list.

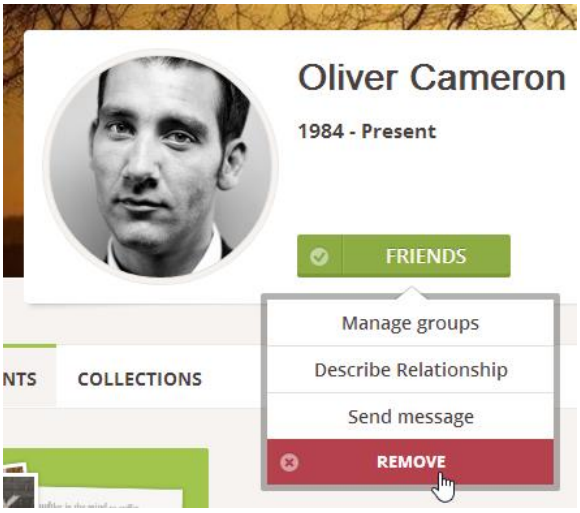
Send message

1. The user can click on **Send message** after having hovered over the **FRIENDS** button.



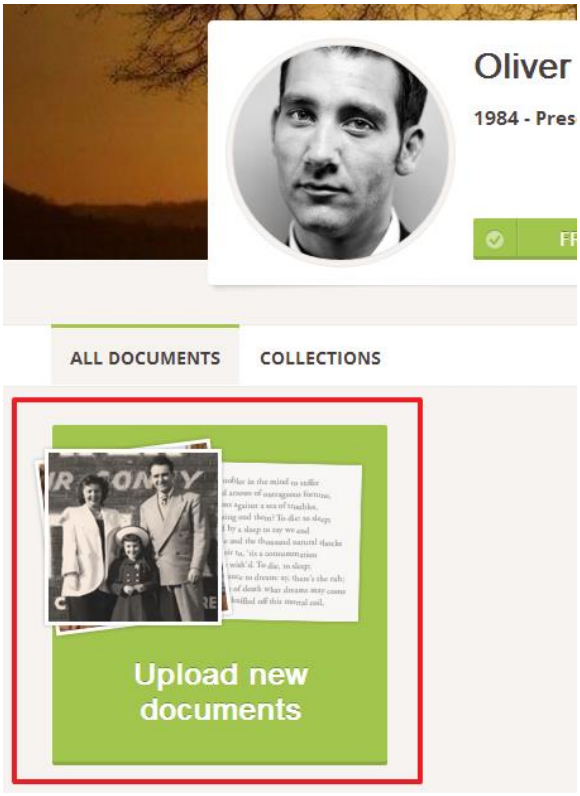
2. Then in a popup they can write a message to the friend, which will automatically be added to the conversation they have going.

Ending friendship



1. The user can click on **REMOVE** after having hovered over the **FRIENDS** button.

Upload a document



1. When the user is friends with someone they can upload documents to the users' public collections, or collections which they are part of because of a group membership.

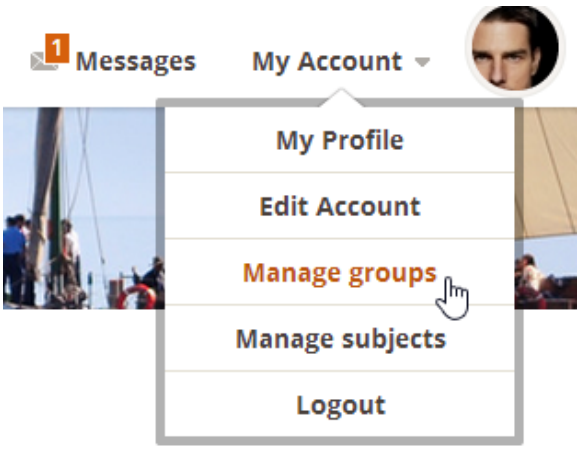
   The mechanism is exactly the same as if they were on their own profile and adding documents to their collections.

   The uploading user will receive notifications just as if the document were in one of their collections.

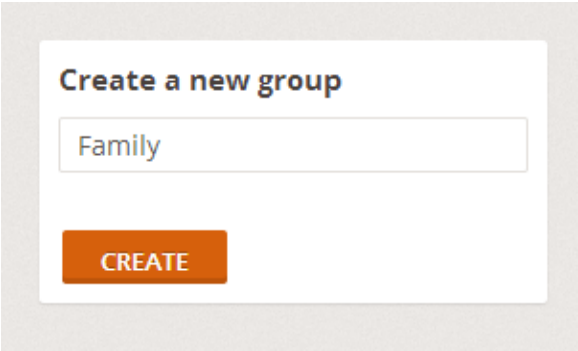
Groups

The user can organize their friends into groups to more easily share documents specifically with them. Friends can be placed into more than one group at a time, so a colleague who is also a school friend can be in your Co-Worker group and your Classmates group.

Creating a Group

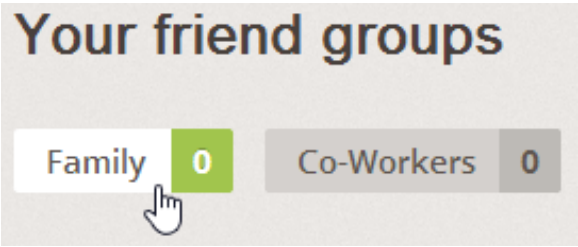


1. The user goes to their account dropdown menu in the header and chooses **Manage groups.**

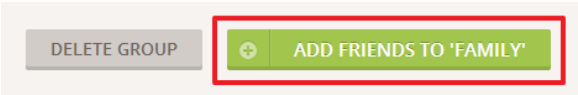


2. They enter the name of the group and click on **CREATE**

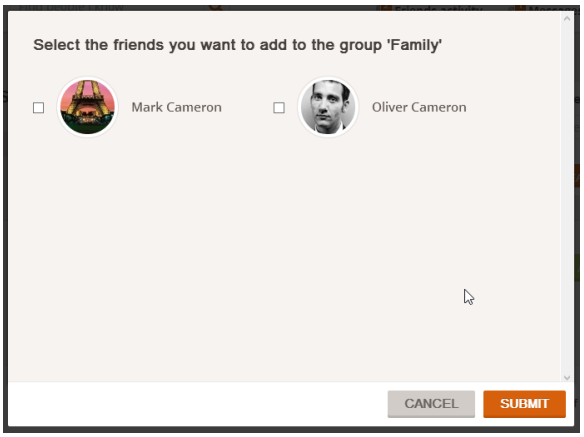
Adding people to a Group



1. They can select the group they want to add users to by clicking on the title in the list at the top of the page.



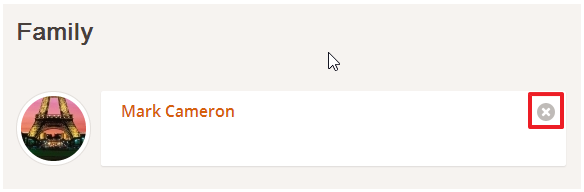
2. Then they click on **ADD FRIENDS TO "<group name>"**



3. This will display a popup where the user can select which friends they want to add to the group.

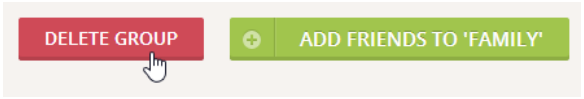
   They check the boxes of those they want then click **SUBMIT**

Removing user from group



Clicking on the cross in the top right of a user will remove them from the group.

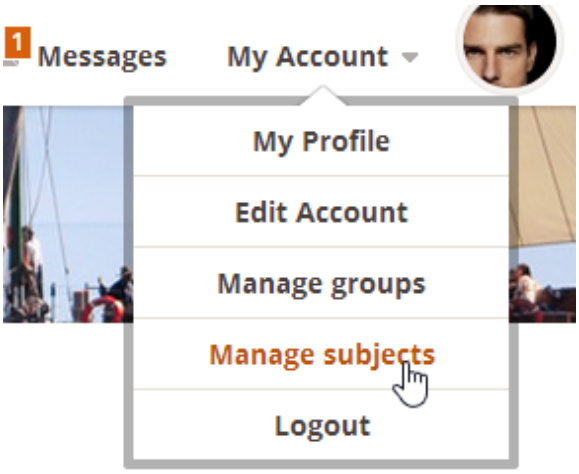
Deleting a group



Clicking on the **DELETE GROUP** button will permanently remove the group

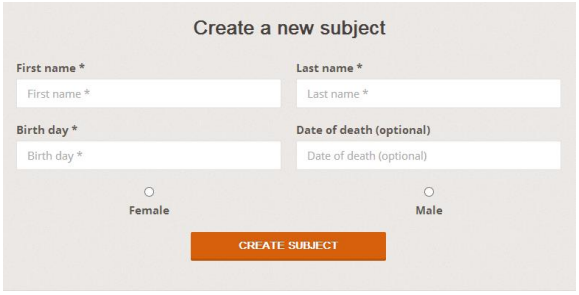
Subjects

A user can create a subject which is a profile that belongs to someone other than them. They will then be the curator of this subject and will be able to edit the profile just as if it was their own. They then receive all the notifications for their subjects on the *Manage Subjects* page.



To access the subject management page, the user goes to their account dropdown menu and selects **Manage subjects**

Creating a Subject



1. The user must enter some basic information about the subject

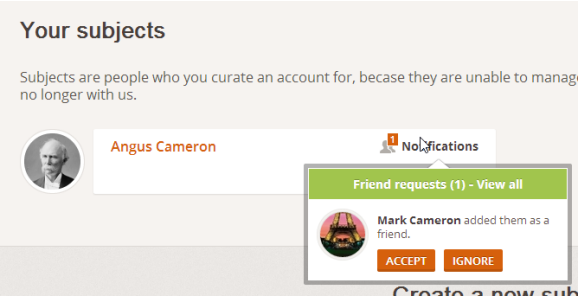
    - Name
    - Date of Birth
    - Sex

    The date of death is only needed should the subject no longer be alive.

2. Once submitted, the user will arrive on the profile page of the subject, where they can modify the profile picture, background, profile information, friend, documents, etc. just as if it were their own profile.

    There is just a little text below the subjects name saying who the curator for the page is.

Managing a Subject

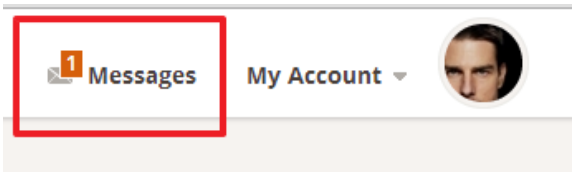

Your subjects
Subjects are people who you curate an account for, becase they are unable to manag
no longer with us.
Angus Cameron
Notifications
Friend requests (1) - View all
Mark Cameron added them as a friend.
ACCEPT
IGNORE

From the manage subjects page, the user has an over view of the subjects they have created, and can see the notifications for each of their subjects in the drop down or by hovering over the notifications link.

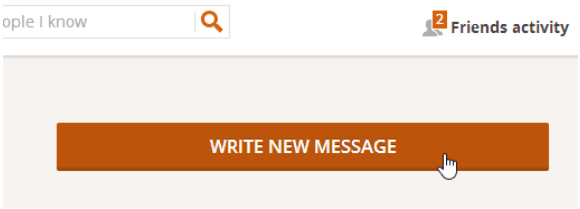
The functionality is identical to that of their own found in the header of the site.

Messaging

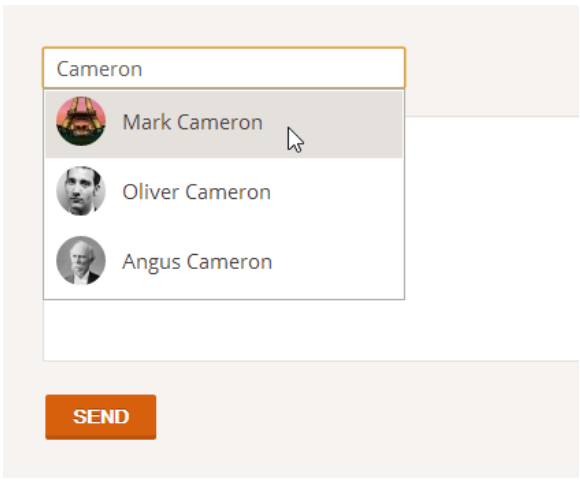
A user can send a message to one anyone on his or her friends list.



1. To access the messaging, the user can click on **Messages** in the header of the site.

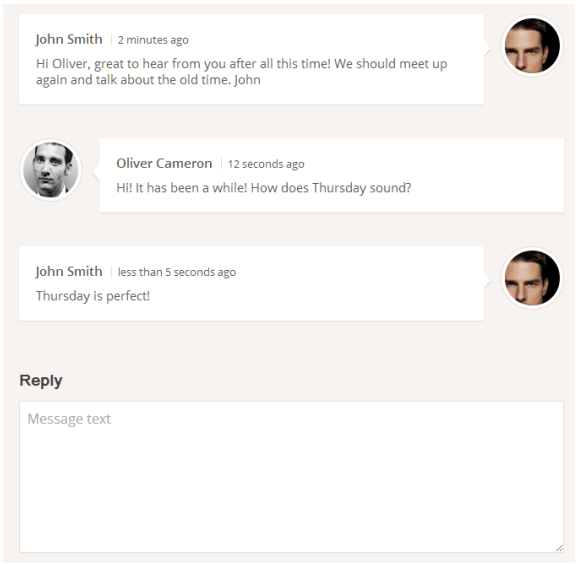


2. Clicking on CREATE NEW MESSAGE brings the user to a new page where they can write their message to a friend.



3. The user types in the name of the person they want to send a message to. It includes an autocomplete on the list of friends.

4. They then enter the body of the message in the text area below and click on **SEND**


John Smith 2 minutes ago
Hi Oliver, great to hear from you after all this time! We should meet up again and talk about the old time. John
Oliver Cameron 12 seconds ago
Hi! It has been a while! How does Thursday sound?
John Smith less than 5 seconds ago
Thursday is perfect!
Reply
Message text

5. This will then start a conversation, or post the message to the existing conversation that is already happening between the two users.

   The user can then reply or send a new message using the text area at the bottom of the conversation.